

NM DVR's Order of Selection: What does it mean to me?

You may have to **wait** for DVR services that you need to find and keep a job

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Why do I have to wait for DVR services? Due to limited funding (money) and resources (available staff) DVR may not be able to provide every eligible individual with a disability the services that they need to find and keep a job right away.

When will I get DVR services? When you apply for DVR services, you will be identified according to your disability and how it affects your ability to find a job and keep a job.

Those individuals with the **most significant disabilities** will receive DVR services first as long as there is money and resources to provide services.

Those individuals with **significant disabilities** will receive DVR services **next** as money and resources become available. Those individuals who do not meet the criteria for most significant or significant disability will be served **last** as money and resources become available.

How do I know if I have a most significant disability? DVR counselors will determine if you

require help or assistance in at least three (3) of the following areas because of your disability:

- Your ability to talk and/or communicate with others – Some people use different ways to communicate (examples: sign language, pictures, gestures, etc.) if you cannot speak or talk you may need help to communicate with others.
- Your ability to take care of yourself (examples: getting up, eating, bathing, dressing, cooking, taking care of yourself), going and doing what you need to do on your own.
- Your ability to get around and go places without help from other people (examples: if you use a wheelchair, cane, or crutches you may sometimes need help from other people to get around).
- If you need other people to tell you when to do things, how to do things, and what you need to do throughout the day.

- Your ability to find a job, get a job, and keep a job. If you need someone to help you find a job, teach you the steps of your job or stay with you at work to help you throughout the day.
- If you have trouble with heat or cold, get tired easily, cannot walk, run, sit and/or stand for long periods of times, or cannot reach, bend, lift or climb.

How do I know if I have a significant disability? If you need help in two (2) of the areas identified above because of **your disability you will be** identified as an individual with a significant disability.

How do I know if I do not have a significant disability? If you are a person with a disability but **do not** require help in the areas identified above, you will be identified as an individual who does not have a significant disability.

What happens if I receive SS or SSDA? You will be presumed eligible for services and

considered an individual with at least a significant disability. You may be assigned to the most significant group based upon the information identified above.

What if I am in a Plan and receiving DVR services before order of selection? DVR will continue to serve individuals who are currently receiving services under a Plan prior to going to an order of selection. Your services will continue and will not be interrupted.

What if I applied for DVR services before order of selection? If you are not yet in a Plan, once eligibility is determined and disability group assignment is made, you will be placed on the waiting list. If you are in eligible status at the time of order, you will be placed on the waiting list.

If you apply for DVR services when the agency is on an order of selection: You may have to go on a waiting list if your disability does not limit you in any of the areas listed above or if we are only able to serve people with the most significant or significant disabilities. You may also go on the waiting list if you have applied for DVR services and there is not enough funding or resources to serve everyone. Individuals with the most significant disabilities will be served first as money and resources are available.

What happens if I go on the waiting list?

You will be notified by letter and provided with information for an agency to contact including a name, address, and phone number for someplace that may be able to assist you while you are waiting for DVR services. You will be contacted every six months to determine if you want to remain on the waiting list if funding and resources are not yet available. Your status on the waiting list may change as money and resources become available.

Note: DVR cannot state how long order of selection will be in force or how long it may take before we can serve you. We will make every effort to serve participants in the most timely, effective, and efficient manner possible.

You may appeal your disability group assignment if you disagree with your counselor's decision. Or, if you can provide documentation from an appropriate professional that your disability has become worse and you require more and increased assistance in the areas listed above, the documentation may justify changing your disability group assignment.

If you disagree with your counselor's decision you may: Contact your counselor directly to further discuss your case; and/or

request a Supervisory Review by contacting the Area Manager; and/or request mediation services by writing to the RSU Deputy Director at the address below; and/or request a Fair Hearing by writing to the DVR Director within 45 calendar days of receiving notification of your disability group assignment at 435 St. Michael's Drive Bldg. D, Santa Fe, NM 87505.

If after a Fair Hearing you are dissatisfied with the decision of the impartial hearing officer, you may elect to file a civil action against the Agency. There are no other internal procedures available. You may also contact the Client Assistance Program (CAP) through Disability Rights New Mexico for further assistance in any of the above areas. CAP may be contacted at:

3916 Juan Tabo N.E., Albuquerque, NM 87110 or by calling (505) 256-3100 or 1-800-432-4682.